



R/W MANUAL CHANGE

RWMC- 178



PROCEDURAL HANDBOOK
(1984 Edition)

RWPH-____-____-____
TRANSMITTAL#____

TITLE:
APPRAISALS

APPROVED BY:

SUZETTE M. MUSETTI

DATE ISSUED:

JAN 22 2008

Page 1 of 1

SUBJECT AREA:

CHAPTER 7 - APPRAISALS

ISSUING UNIT:

OFFICE OF APPRAISALS AND LOCAL PROGRAMS

SUMMARY OF CHANGES: Revises Exhibits 7-EX-17 and 7-EX-17A and updates Table of Contents for exhibits.

PURPOSE/PROCEDURES

This manual change revises Paragraph 3 of "Notice of Decision to Appraise" (7-EX-17) and "Notice of Decision to Inspect" (7-EX-17A) to include the appraiser's direct phone number, with a specific request for the property owner to call the appraiser to discuss the State's project and coordinate a parcel inspection appointment.

BACKGROUND

Currently, Paragraph 3 in both Notices reads that the property owner will be advised when their property will be appraised, so that the property owner and/or their representative may accompany the appraiser when the parcel is inspected.

New, revised text in Paragraph 3 specifically instructs the property owner to call the identified appraiser at the phone number provided in order to initiate discussions related to the project and to coordinate the scheduling of a parcel inspection appointment.

It is intended that the above change will promote direct communication and involvement between the property owner and appraiser at the earliest stages of the Right of Way Appraisal process.

Some Districts have already implemented this revised text in their Notices, resulting in increased property owner contact with the appraiser. This change has also resulted in inspection appointments being arranged at mutually agreeable and convenient times, thereby increasing the likelihood of property owner participation in such inspections.

EFFECTIVE DATE

Immediately.

MANUAL IMPACT

- Remove the superseded pages and insert the attached pages in the Manual.
- Record the action on the Revision Record.

REVISION SUMMARY

<u>Chapter</u>	<u>Remove Old Pages</u>	<u>Insert New/Revised Pages</u>
	Remove the following in its entirety:	Replace with the following in its entirety:
7 - Exhibits	Table of Contents REV 1/2007 7-EX-17 (REV 5/2002) 7-EX-17A (REV 5/2002)	Table of Contents REV 1/2008 7-EX-17 (REV 1/2008) 7-EX-17A (REV 1/2008)

CHAPTER 7

Appraisals Table of Contents

EXHIBITS

<u>Exhibit No.</u>	<u>Title</u>
7-EX-1	Appraisal Report Front Cover
7-EX-2	Summary of Comparable Data
7-EX-3	Documentation of Economic Rent
7-EX-4	Final Reconciliation Summary
7-EX-5	Cost Approach - Cost New Less Depreciation
7-EX-6	Summary of Damage Alternatives
7-EX-7	Rental Schedule and Unit Inventory (Residential)
7-EX-8	Building Check Sheet
7-EX-9	Commercial Industrial Building Record
7-EX-10	Appraisal of Outdoor Advertising Site Value
7-EX-11	Memorandum Requesting Sign Board Information
7-EX-12	Claim for Reimbursement [Existing Outdoor Advertising Painted Bulletin or Special Build Structure (Schedule B)]
7-EX-13	Estimate of Relocation Cost [Special Builds, Painted Bulletins, and Urban Rotate Bulletins]
7-EX-14	Poster Panel Removal [Payment and Depreciation Schedules A through H (English Units)]
7-EX-15	Excess Land Public Sale Estimate
7-EX-16	Memorandum – Market-Value Determination
7-EX-17	Notice of Decision to Appraise
7-EX-17A	Notice of Decision to Inspect
7-EX-18	Report Analysis
7-EX-19	Request for Copy of Tax Return Form FTB 3516
7-EX-20	Hold for Future Use
7-EX-21	Appraisal Title Page
7-EX-21A	Waiver Valuation Title Page
7-EX-21B	Appraisal Title Page - Review Appraiser
7-EX-22	Appraisal Checklist
7-EX-23	Appraisal Transmittal Letter
7-EX-24	Senior Field Review Certificate and Appraisal Review Report
7-EX-24A	Senior Review Certificate and Appraisal Review Report
7-EX-24B	Senior Review Certificate – Waiver Valuation
7-EX-24C	Senior Field Review Certificate – Excess Lands
7-EX-24D	Review Appraiser Certificate
7-EX-25	Non Complex Valuations (\$10,000 or Less)

NOTICE OF DECISION TO APPRAISE

7-EX-17 (REV 1/2008)

(Form #)

(Date) _____

Dist.-Co.-Rte. _____

EA _____

AR No. _____

Parcel No. _____

Property Owner _____

Dear _____:

The California Department of Transportation (Department) is proposing to (describe the construction project).

Your property, located at _____, is within the project area and (indicate whether all or a portion is required) required for the project.

The Department plans to start appraising the required properties on (date). As part of the appraisal process, it will be necessary to perform an inspection of your property to aid in the determination of just compensation. You or your representative may accompany the appraiser on this inspection if you wish to do so. Please call me at (phone number) to discuss the State's project and to schedule an appointment for the inspection of your property.

We have enclosed an informative booklet titled "Your Property/Your Transportation Project," which will provide you with answers to questions owners frequently ask concerning land acquisition procedures.

All services and/or benefits to be derived from any right of way activity will be administered without regard to race, color, national origin, or sex, in accordance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, et seq.) and Section 162(a) of the Federal Highway Act of 1973 (23 U.S.C. 324). Enclosed for your information are a copy of Title VI Statutes and Regulations, a copy of the Title VI Complaint Process, and a booklet entitled "Caltrans and You," which discusses this requirement.

Use as
appropriate

If the acquisition of a portion of your property will leave you with a remnant of land having little market value, the Department will offer to purchase it from you.

This notice does not constitute an offer to purchase your property, nor does it establish eligibility of the owner and/or any other occupant for relocation assistance or relocation payments. Only those in occupancy at the time of the first written offer to purchase the property may be eligible for relocation payments.

Upon completion of the appraisal, a Department representative will contact you for an appointment to discuss the acquisition in detail.

Very truly yours,

(AGENT'S NAME)

Right of Way Agent

(Agent's Phone Number)

Enclosures

NOTICE OF DECISION TO INSPECT

7-EX-17A (REV 1/2008)

(Form #)

(Date) _____

Dist.-Co.-Rte. _____

EA _____

AR No. _____

Parcel No. _____

Property Owner _____

Dear _____:

The California Department of Transportation (Department) is proposing to (describe the construction project).

Your property, located at _____, is within the project area and (indicate whether all or a portion is required) required for the project.

The Department plans to start inspecting the required properties on (date). As part of the appraisal process, it will be necessary to perform an inspection of your property to aid in the determination of just compensation. You or your representative may accompany the appraiser on this inspection if you wish to do so. Please call me at (phone number) to discuss the State's project and to schedule an appointment for the inspection of your property.

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(AGENT'S NAME)

Right of Way Agent

(Agent's Phone Number)

Enclosures